

What evidence do you need to submit with your Expense Report?

You must submit **itemized receipts** for all of your purchases.

Please tape them neatly to 8½ x 11 sheet(s) of paper.

If for some reason you don't have your itemized receipts, please consult a staff member.

An itemized receipt must contain:

Vendor name

HMSHOST
WOLFGANG PUCK EXP B7
CHICAGO INTERNATIONAL AIRPORT

4868 Aida

Date of purchase

3916 GST 1
JUL25'15 7:32PM

Item(s) purchased

TO GO

1 PIZ RSTD MUSH	12.59
1 CHOCOLOVE BAR	2.99
1 SM WTR ARTC SOL	2.79
XXXXXXXXXXXX9137	
VISA	20.35

Price of each item

SUBTOTAL 18.37
TAX 1.93
CHIBTLWTR 207001 0.05
AMOUNT PAID 20.35

---4868 Closed JUL25 07:33PM---

Your description

7/25 Dinner while waiting for flight to Tulsa for conference

Note: If it was a meal for multiple people, include names, affiliations, and the business purpose of the meal in this description.

This is a credit card receipt only. Not itemized → not acceptable evidence on its own.

Holiday Inn
Bridges Bisto
2339 Rte. 4 East
Fort Lee, NJ 07024
201.944.5000

Date: 11/12/2015 09:51AM
Card Type: Amex
Acct Num: ****3002
Exp Date: **/**
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 558385
Check: 3922
Table: 61-1
Server: 6563 Victor

Amount: \$12.57
Tip Amount: 2.43
Total Amount: 15.00

Note: it would be useful to include this in addition to the itemized receipt if it shows a tip amount.



Account Activity

Transactions

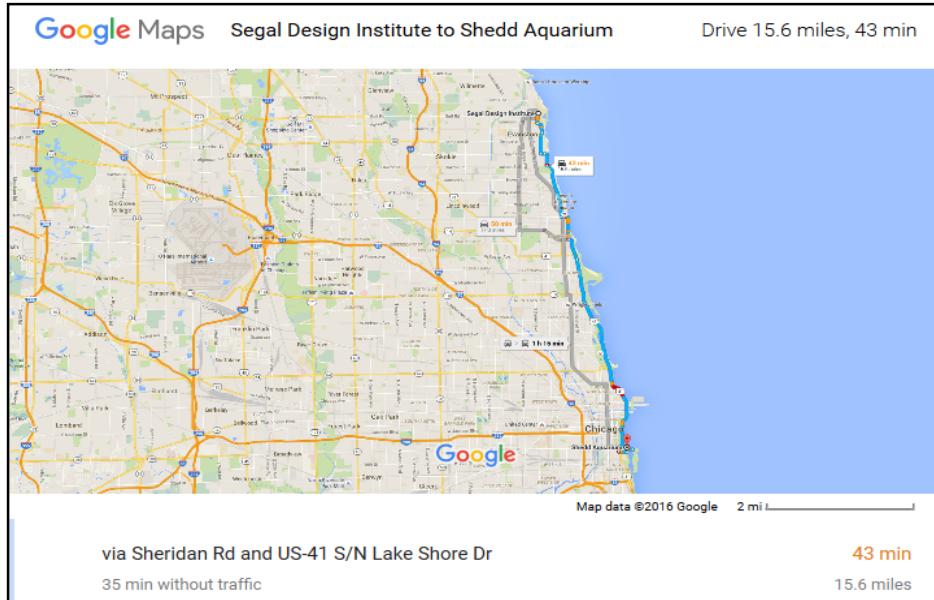
Trans Date	Posting Date	Description	Amount
Temporary Authorizations			
Posted Transactions			
12/17/15	12/17/15	ENTERPRISE CAR TOOLS 877-8601258 NY	\$36.45
12/07/15	12/07/15	ENTERPRISE RENT-A-CAR EAST ELMHURSTNY	\$79.12

Bank or credit card statements alone are not acceptable documentation

Some other, unique pieces of evidence...

Personal vehicle use

If you are requesting reimbursement of mileage on **your personal vehicle**, submit ONE page from Google/Yahoo Maps or MapQuest showing start and end points of your trip and mileage. The reimbursement rate covers cost of fuel and maintenance – DO NOT submit fuel receipts.



Rental vehicle use

Be sure to submit a FINAL receipt for your rental that shows actual final charges. This is different from an estimate or receipt of deposit that you receive when you reserve or pick up the car.

You may submit receipts for fuel for a rental, but you cannot receive mileage reimbursement for it.

Foreign currency

In addition to the itemized receipt in a foreign currency, submit a page from the Oanda currency converter as evidence of the exchange rate. <http://www.oanda.com/currency/converter/>

